

Do I Need a Permit?

Permit requirements are specified by the State of North Carolina and enforced by the Hertford County Inspections Department. The requirements are as follows:

Building Permits

- All structural repairs or additions require a permit. Repair to any structure must be based on the present Building Code; it is highly recommended that owners seek the advice of a professional builder. Some structural repairs may require a letter from a professional engineer or architect.
- A building permit is required for manufactured and modular homes.
- Retaining walls are structural. The inspector must view the hole or trench for the footer before it is poured. A permit is required for this.
- Replacement of entire wall or roof sections and replacement of structural studs or rafters requires a permit.
- **Permits are required** for demolition, insulation, changing the use or owner of a commercial building, day care centers, ABC license inspections, accessory buildings, and signs
- Window and door replacements do not require permits, as long as there has been no increase to the size of the rough opening (if project is over \$5,000 a permit is required).
- Repairs to the interior or exterior wall sheathing and re-shingling of roofs do not require permits. A permit is not required for single-family dwellings if the work is non-structural, and the entire project is less than \$5,000 (this exception applies only to building, not other trades).
- The permit application should include the following information and drawings: a general description of the proposed work; location of proposed work; a front view, side view and top view of the work; and detail that specifies the components to be used.

Mechanical Permits

- Replacement of a furnace or boiler or component thereof (not including controls) will require a permit.
- Forced Air Heat in multiple family buildings: **A permit is required for any** reconfiguration of the system that will result in the requirement that the owner remove the shared system and provide separate heat to each dwelling unit.
- Installation of a Monitor Type direct vent heater requires a permit and must be done by a licensed person.
- Installation of piping or chimney lining: the installer does not require a license, but must obtain a permit.

Electrical Permits

- **All** electrical work requires a permit.

Plumbing Permits

- **New work** - a permit is required for any new plumbing work done on the fixed piping (generally between the trap of any fixture and the soil pipe exiting the building and connecting to the MSD System). This would include: installation of a vent for an un-vented fixture, installation of a hot water tank (except replacement) or installation of an expansion tank (required on replacements).
- **Repair work** - no permit is required if the work is to repair the plumbing (referred to as "like for like"). This would include: replacement of hot water tanks (must be same capacity and BTU rating), PRV valves and extension pipes, faucets, faucet washers, sink and tub drains, fixture traps and seals on toilets.

Who Can Do the Work?

- **Rental units and dwelling units not occupied by the owner:** Permitted work must be performed by a **Licensed Contractor**.
- **Primary Residence:** Owners may perform building, plumbing, and mechanical and work on their primary residence; however, the above permitting rules apply and owners must answer a series of questions prior to issuance.